



UNIVERSITY OF HAWAII

OFFICE OF THE VICE PRESIDENT
FOR COMMUNITY COLLEGES

University of Hawai'i Community Colleges Monday, January 29, 2007 Windward Community College IR Cadre Record of Proceedings

PRESENT:

Facilitator: Cheryl Chappell-Long, OVPCC-APAPA
Sam Prather, APAPA
Gary Shibuya, APAPA
Steven Shigemoto, HON CC
Steven Wong, KAU C
Guy Nishimoto, KAP CC
Guest: Marlene Lowe, UH-WO
Jeff Hunt, WIN CC
Roxy Salvador, HAW CC
Jeannie Pezzoli, MAU CC
Shawn Flood, HAW CC
Ross Egloria, HON CC

New Business

- ❑ SAS Demonstration – Earl Nishiguchi/SAS Technicians provided an online/interactive demonstration of SAS data capabilities. Earl Nishiguchi will forward the demonstration to IR Cadre members via email. Another SAS demonstration for the IR Cadre will be scheduled on a future polycom date to allow members to view and participate in a computer interactive demonstration in situ.
- ❑ How IR Cadre plan to use data. General discussion on best practices for conducting Graduate and Leaver surveys and improving survey rates of return. Graduate and Leaver files cannot be provided earlier due to census date restrictions. As examples of using data, Cheryl Chappell-Long reminded that the CCSSE data product, “Act On Fact”, has been sent to each college and the California Community College Chancellors Office Accountability report is available at:
http://www.ccco.edu/divisions/tris/rp/ab_1417/ARCCReport_Jan2007.pdf

Continuing Business

- ❑ Program Review and PHIs– Annual Report of Program Data and/or PHI Reports will be due April 16, 2007. Cheryl Chappell-Long reminded that the UHCCP 5.202, Review of Established Programs calls for an annual report of program data (what a program has been defined by the college) from Instructional Programs, Student Support Services, Academic Support Services, and Administrative Services as part of the program review process. The results of program review are compiled by the OVPCC and reported annually by the VPCC to the BOR. As the system did in 2006, memos will go from the OVPCC to the Chancellor of each college with copies to the appropriate Vice Chancellors/Deans/Directors, and a copy to the IR representative (as at most colleges, the IR representative is involved in compiling and completing the report template). The 2007 memos will be distributed in due course.

April 16, 2007, is also the due date for Program Health Indicator (PHI) reports. Colleges that complete and submit the annual report of program data template for all CTE programs do not need to complete separate PHI reports. Colleges with CTE programs missing annual reports of program data must use the PHI format for all programs.

The OVPCC memo to be distributed will also include OVPCC file copy of the college-developed list of programs to be reviewed and excel workbooks with templates.

- ❑ DOI Update – Mike Pecsok did not attend. Cheryl Chappell-Long discussed the following:
 - Instructional Program Review Template Status – the revised template for 2007-2008 is still under review by the Instructional Program Review Committee.
 - Pre-Major, Education Goals, Student Intent fields in Banner – still being reviewed by IRO and APAPA and will be discussed at a systemwide Deans of Student Services meeting.
- ❑ DOSS Update – nothing further to the SAS demonstrations.

Other Matters:

- ❑ ODS 3.0 – status was discussed and questions arose about items not in ODS. Cheryl Chappell-Long recommended that a process be developed to officially request additional data to be incorporated into ODS. Initiative will be discussed further at the next meeting.
 - Discussion of user roles, use, and access to ODS/Banner.
 - Discussion of use of STARR at college. Will ask DOSS to follow up on use.
- ❑ APAPA update:
 - Reminded that **Graduate & Leaver Reports due February 28, 2007.**
 - Distributed IPEDS Fall Collection Survey and the “Departmental Activity & Instructional Workload Measures by Faculty Type” MAPS report which contains lecturer and analytical FTE data for each college
 - Distributed copies of IRO freeze dates;
 - IT Specialist screening committee update – the job description will be revised and announced at a later date.
 - Distributed copies of Colorado Mountain College Employer/Community Surveys

Next Meetings:

On Site: Mondays (Windward CC in Ākoakoa Bldg. 1:00 to 4:30 pm)

February 26, 2007

March 19, 2007